


courseschedule – May 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 1:30p—3p Completing Online Forms 4:00p—5:30p MS Access I ₍₁₎	2 Job Club 10a-12p Economic Empowerment Institute 773.496.5651	3 1:30p—3p MS Word I ₍₁₎ 4:00p—5:30p MS Access I ₍₂₎	4 1:30p—5:00p Open lab	5 No Classes Lab Closed	6 9a -12p TechGYRLS
8 1:30p—3p MS Word I ₍₂₎ 4:00p—5:30p MS Access I ₍₃₎	9 Job Club 10a-12p Economic Empowerment Institute 773.496.5651	10 1:30p—3p MS Word I ₍₃₎ 4:00p—5:30p MS Access I ₍₄₎	11 1:30p—5:00p Open lab	12 No Classes Lab Closed	13 9a -12p TechGYRLS
15 1:30p—3p MS Word I ₍₄₎ 4:00p—5:30p MS Access II \$	16 Job Club 10a-12p Economic Empowerment Institute 773.496.5651	17 1:30p—3p PowerPoint ₍₁₎ 5:30p—8:00p Excel Career Series Part I: Core-level Certification \$	18 1:30p—5:00p Open lab	19 No Classes Lab Closed	20 9a -12p TechGYRLS
22 1:30p—3p PowerPoint ₍₂₎ 4:00p—5:30p MS Access II (cont'd)	23 Job Club 10a-12p Economic Empowerment Institute 773.496.5651	24 1:30p—3p PowerPoint ₍₃₎ 5:30p—8:00p Excel Career Series Part I: Core-level Certification \$ (cont'd)	25 1:30p—5:00p Open lab	26 No Classes Lab Closed	27 No Classes Lab Closed
29 	30 Job Club 10a-12p Economic Empowerment Institute 773.496.5651	31 1:30p—3p MS Excel ₍₁₎ 5:30p—8:00p Excel Career Series Part I: Core-level Certification (cont'd)	This month begins the MS Excel Career Series . Part I meets 10 times and prepares the student to take the Core -level MOS Certification Exam. We will cover all of the topics of the exam and also provide test preparation and practice. The student is then encouraged to take the Certification exam. The YWCA is an authorized testing center for the MOS exams. Call for more info. \$ denote for-fee classes. MS Excel Tech in a Day at our west side location May 12th . Call for more information.		

Learn computer concepts such as Web design, Office Technology, computer hardware, keyboarding, operating systems, email account creation and attachments. Ask about our Career Series courses that prepare students for the **Microsoft Specialist Certification Exam** in a short period of time.

eliminating racism
empowering women



metropolitan chicago

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Parks Francis Center
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For more information or to register, call
Gregory Vaughn 773-496-5634 or
gregory.vaughn@ywcachicago.org

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YWCA METROPOLITAN CHICAGO |

INNOVATION & TECHNOLOGY INSTITUTE

YWCA Innovation & Technology Institute boasts state-of-the-art technology facilities designed to help you expand and strengthen your business and personal computer skills. We offer a wide variety of free and low-fee classes for individuals seeking to start new careers, change careers or grow personal interests.

Who can use our facilities?

Our facilities are open to the public. A yearly registration fee of \$35 grants you access to use our computer centers for your internet, or other computing needs. You can also get computer-related assistance from one of our instructors. In addition, the yearly registration fee allows you to take any of our first-level instructor-led courses at no extra charge. These include classes such as:

- Computer Fundamentals
- Windows 10 Fundamentals
- Internet Basics
- Email Basics
- Excel I
- PowerPoint I
- Access I
- Outlook I



Want more advanced courses? Certification?

We are an authorized certification testing center for Certiport, the administrator of industry recognized technology certification testing. We also offer low-fee advanced courses, many of which provide you with the skills needed to achieve Microsoft Office Core Level or Expert Level certification. These include classes such as:

- Word II
- Excel II
- Access II
- PowerPoint II
- Outlook II
- Advanced Excel
- Creating a Web Page
- HTML/CSS
- Intro to QuickBooks
- Excel Career Series



Our Technology Centers

We have state-of-the-art hardware and software at our facilities including Windows 10, and Microsoft Office 2016. Our Locations:

Parks Francis Center

6600 S Cottage Grove Ave
Chicago, IL 60637

Julian Grace Center

3517 W Arthington Ave
Chicago, IL 60624



**For more information or to register, call
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